

FIRST UNIVERSALIST CHURCH OF YARMOUTH



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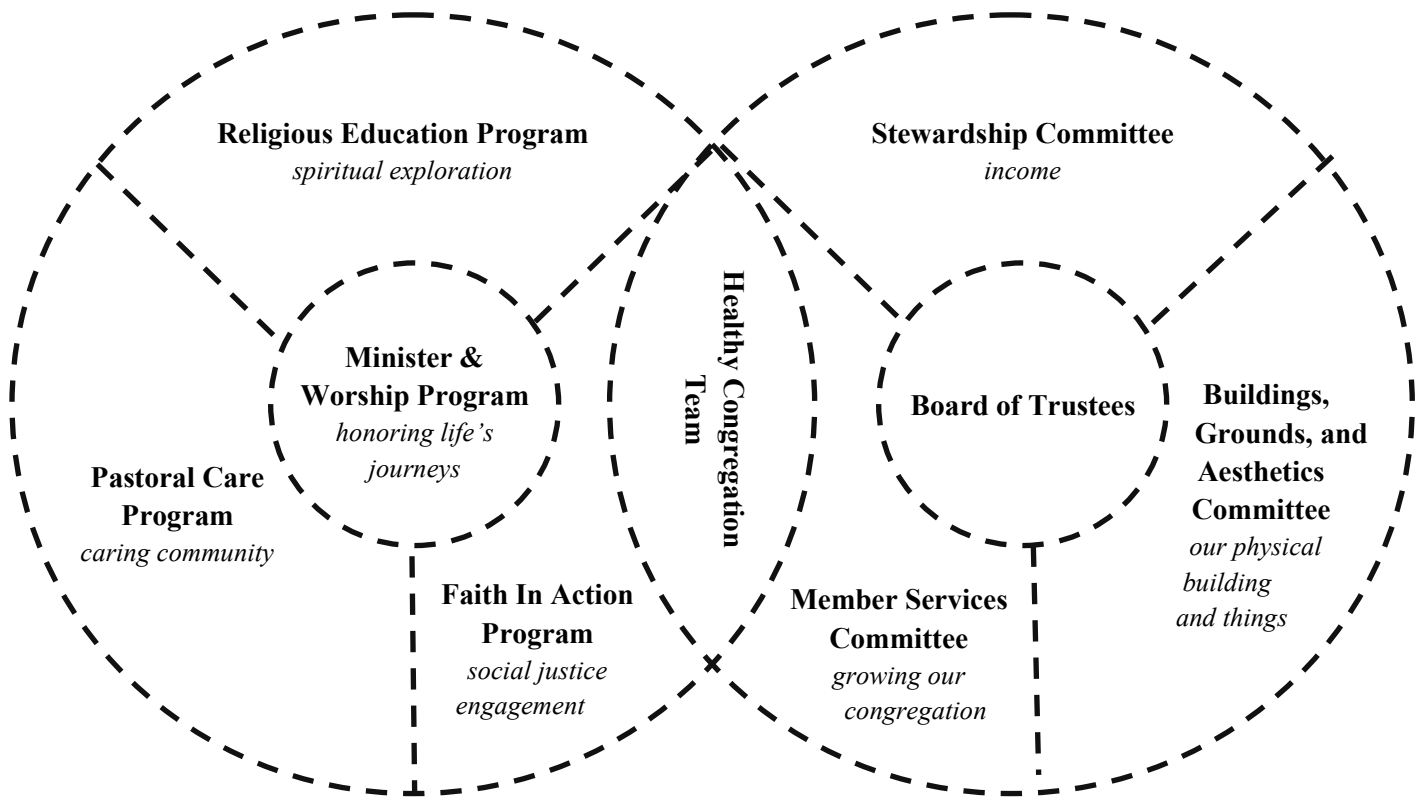
Healthy Congregation Team Safety Team

Annual Report 2016-2017

First Universalist Church of Yarmouth
97 Main Street
Yarmouth, ME 04096

phone: 207-846-4148
email: office@uuyarmouth.org
website: www.uuyarmouth.org

The Structure That Serves Our Mission:



Program leadership is guided by the Minister and staff.

Administrative leadership is guided by the Board.



be a spiritual seeker

STAFF 2016-2017

Rev. Jennifer Emrich, *Minister*
 Gwen Matthews, *Program Assistant*
 Jonathan Corey, *Music Director*
 Gail Mills, *Administrative Assistant*
 Ursula Wilmot, *Religious Education Teacher*
 Russ DuPree, *Sexton*



WE ARE A WELCOMING CONGREGATION.

Each of us has worth and dignity, and that worth includes our gender and our sexuality. As Unitarian Universalists, we not only open our doors to people of all sexual orientations and gender identities, we value diversity of sexuality and gender and see it as a spiritual gift.

SHARED MINISTRY GOALS

1. Expand comprehensive social justice programs
2. Shift from family church to operational program church
3. Improve and maintain our building
4. Experience programmatic growth
5. Realize increased attendance and occupation of our physical spaces
6. Financial integrity

MINISTER

The ministries of this church are offered through our four all-church programs: **Worship, Faith In Action, Religious Education** and **Caring Connection**.

Worship, Faith In Action, and Religious Education all serve both the current congregation, and the congregation yet to come: each has an outreach element meant to deepen our presence in the larger community and invite folks we have not met yet to come be part of who we are and what we do.

It has taken years of education and change to be the church who nurtures from within while always inviting those still to come, and this year we were finally able to act on what we've learned. both our New Mainer initiative and our offering of Our Whole Lives classes through Yarmouth Community Services have made us known to, and embraced by, the larger community of which we are a part. Our identity as welcoming, bold, innovative justice-makers and educators has drawn many newcomers to our doors, helped us form alliances that change our world, and infused us with a sense of purpose beyond ourselves that leads continually to healthy relationships amongst ourselves.



We continue to exist because we are a church that offers open, progressive worship to those who seek it and are fed by it, AND, I also invite you to experience these educative and justice-making ministries for yourself, and see how we are rooted in not only what we receive from one another but what we give beyond ourselves.

Caring Connection is our long-standing tradition of providing direct assistance for the friends and members already involved at First U. We give love

and support in concrete ways whenever needed: visits, meals, memorial service support and rides from congregant volunteers; grief support, hospital visits, medical advocacy, school advocacy, weddings, memorial services, and monetary discretionary fund assistance from the Minister.



MINISTER

Together this year we have directly assisted people of all ages dealing with medical issues, new homes, new babies, divorce, loss, transition to new jobs, and more. Every life needs support, in good times and when difficulties arise, great and small. We are here to walk with each other in those times. We are here to offer abundance when pain or sorrow create feelings of scarcity.

Next year will bring particular development in our Caring Connection programming. We are looking forward to providing workshops and guest lectures for topics that add to our well-being and physical health, let us look at end-of-life planning and decision-making, and provide ways to cultivate conscious self-acceptance at every stage of our living, growing and aging.

Many thanks to all of the wonderful volunteers who serve on the leadership councils of Worship, Faith In Action, Religious Education and Caring Connection, and those who head up task teams for those programs, including but not limited to: Marge Titcomb, Jeannette Newton, Jane Makela, Nancy Austin, Janice Tooker, Phyllis Chinlund, Pete Titcomb, Rebecca Rundquist, Joan Guild, Nancy Dix, Nancy Read, Stew Guernsey, Brenda McKee, Meghan Nathanson, Ann Swardlick, Joanna Landsman, and Lily O'Brien.

I would also like to thank our incredible, creative, always-team-players staff: Gwen Matthews, Jonathan Corey, Gail Mills, Ursula Wilmot, and Russ DuPree, and the Personnel volunteers who support them and my supervision of them: Jane Cleaves and

Chris Manderson. Together these folks are keeping things cutting-edge at First U, and moving us into a very bright future!

Blessings to all,

Rev. Jennifer Emrich

Want to get involved or learn more about our justice work programs? Read about the ways we live our faith and how you can participate in healing our world: www.uuyarmouth.org/justicework-faithinaction.php



PROGRAM ASSISTANT

This January marked my first full year at the First Universalist Church of Yarmouth – one that has been a wonderful jumble of fun, laughter, challenges, and successes. Working with such committed, inspiring, and compassionate adults, teens, and children in this community is a joyful experience. I'm thankful to be able to assist this fellowship in their mission to explore, engage, and embrace.

I want to share with you a few things that we, together, as minister, staff, and congregants, have worked together to accomplish during this 2016-2017 church year.

Children and Youth Programming

- Increased visibility and access to Our Whole Lives programs.
- Experimentation in offerings to children and parents.
- Growth and development of our junior youth group.
- A Welcoming Congregation audit by our senior youth group.

Congregational Life

- Creation and facilitation of the Turning Point discussion group.
- Successful and engaging events, including the new member and friend Our Spiritual Journeys discussion and ceremony.
- New strategies for community outreach.

Communications

- Changes and updates to church communications including the website, *Channels*, *RE Sun*, social media, Sunday morning publications, and outdoor signage.

With this church year winding down, I already have lists (well, lists *and* spreadsheets) of ideas, goals, and hopes for our next church year together. On to September!

In peace and friendship, Gwen Matthews



GWEN MATTHEWS



MURDER MYSTERY CAFE



JUNIOR YOUTH AT ARLGP



SENIOR YOUTH MORNING MESSAGE



CHILDREN'S CHAPEL

PRESIDENT OF THE BOARD OF TRUSTEES

It has been my great pleasure to serve as your board president this year. There has been much to celebrate, with many opportunities for participation, and increased transparency reflected in the work of this year's board.

CELEBRATIONS

Here for Good, the \$400,000 capital project to renovate our 1860 sanctuary building. Last year funds were raised; this year the work was done, and is nearly complete, with just \$10K in pledges to be fulfilled to complete the work. Paving the way for growth, we now have an accessible Chancel, a beautiful Gathering Room, new driveway, and many behind the scenes improvements. We now sunset this campaign, and turn to our Buildings & Grounds Committee to complete the remaining tasks as funds are received.

BOARD OF TRUSTEES 2016-2017

Marge Titcomb, *President*
Joan Guild, *Vice President*
Rebecca Rundquist, *Treasurer*
Joanna Landsman, *Clerk*
Nancy Dix
Charlie Horstmann
Lily O'Brien
Jane Cleaves

Growth. We have welcomed dozens of newcomers this year, several choosing to officially join us in membership. This year's annual campaign celebrates 10% growth in families making a financial commitment to our congregation, and 10% growth in dollars committed. We celebrate full staffing as of last fall!

Fundraising. With our renovated sanctuary inviting new uses of the space, we successfully launched a new music series, welcoming the wider community. We are meeting our ambitious fundraising budget with continuation of our traditional events and activities, including Clam Fest, Holiday Fair, Gala, Hannaford Cards, Scrips Gift Cards, Maine Farm Supper, and an assortment of creative smaller opportunities.

Collaboration. The board celebrates our congregational shared ministry. Examples include collaborating more closely with Reverend Jennifer on our programs of social justice and all-ages religious education, developing the mission statement visual EXPLORE ENGAGE EMBRACE now being implemented in our 'branding' to the wider community, and beginning development of a strategic plan.

OPPORTUNITIES

New Yarmouth Venue. Our renovated sanctuary and gathering room presents new opportunities to be a venue for weddings, performances, meetings, and private gatherings. The opportunity for YOU is to participate on one of the new teams being created to research, market, and support these opportunities. Performances are already being scheduled for next fall and spring – plan to come!



PRESIDENT OF THE BOARD OF TRUSTEES

TRANSPARENCY

The Financial Times of First U is now published monthly to highlight current topics of celebration, opportunity, and transparency. This is a collaborative effort of Stewardship, Member Services, and our Program Assistant, Gwen Matthews.

Financial processes and controls. Much progress has been made, but there is still work to be done, and anyone with financial interest or experience is welcome to join in this effort!

Financial Commitments. The Here for Good project has been performing within budget, with about \$10,000 yet to be paid in 2017 commitments. Annual Campaign commitments for the current church year: about \$12,000 yet to be paid, and due before June 30. Annual Campaign commitments for the coming church year: we await about \$8,000 in commitments from about a dozen active families before July 1. Timely payments and commitments are deeply appreciated, and essential to maintain positive cash flow. Of course, additional gifts are always welcome!

GRATITUDE

It has been an honor to serve you this year. I am especially grateful to: the Here for Good project implementation team – Charlie Horstmann, Pete Titcomb, Sarah Witte, and Frank Read; Leadership – the Board has been a delight to work with, as have all who have participated so joyfully on our various teams, committees, and events; our beloved community – Reverend Jennifer, our staff, and all of you without whom none of the above would have been successful, fun, or fulfilling.

Respectfully submitted,

Marge Titcomb, *Board President*



STEWARDSHIP

Stewardship recognizes and honors that together we can be transformative as a faith community in our relationship to money and generosity. Stewardship collaborates with the Board with primary focus on fundraising activities and financial reporting and process. We enthusiastically welcome any who are interested in participating in this important work.

STEWARDSHIP COMMITTEE 2016-2017

Jennifer Civiello
Joe Dreher
Marge Titcomb
Phyllis Jones

Cindy Guernsey
Tom Settlemire
Frank Read
Karen Carlisle

Fundraising

Our fundraising involves FOOD and FUN and nearly everyone in our church community in one or more of our events, many of which welcome the wider community to discover First U. Annual events include the Clam Fest, Holiday Fair, Heart-in-Hand Gala, Maine Farm Supper, and the series of Gather Dinners.

The additional major fundraiser is the Hannaford Card Program; many families use these cards so that Hannaford donates 5% of the families' Hannaford purchases throughout the year. A new offering is the 'Scripts' Gift/Cash Card Program, which create 5% to 18% donations by the companies to First U. If you have not yet participated in these lucrative programs, please start now!

Stewardship recognizes and honors that together we can be transformative as a faith community in our relationship to money and generosity.

Financial Report

We continue to improve the financial management, process, and reporting using the new software systems. With our able Office Assistant Gail Mills on board, all is moving along quite smoothly, and we are able to track income and expenses, and manage discrepancies on a timely basis. We expect to end this fiscal year on June 30 very close to break-even, assuming financial commitments are paid in a timely manner. We closed the prior fiscal year (FY16) with a tiny surplus of \$697. What follows are current year-to-date reports as of April 30, and the proposed operations budget for the next fiscal year which begins July 1.

Respectfully submitted,

Marge Titcomb, Stewardship Committee Chair



STATEMENT OF FINANCIAL POSITION AS OF MAY 11, 2017

	<u>TOTAL</u>
<u>ASSETS</u>	
Bank Accounts	68,060
Endowment Accounts	
Building Endowment	15,407
Outreach Endowment	11,015
Spirit of Life Fund	75,115
Total Endowment Accounts	101,537
Giving Winds Loan	10,000
Fixed Assets	
Church	742,360
Furniture & Fixtures	100,000
Parsonage	183,000
Total Fixed Assets	1,025,360
<u>TOTAL ASSETS</u>	<u>1,204,957</u>

LIABILITIES & EQUITIES

Liabilities	
FY18 pledges paid in advance	12,424
Parsonage Security Deposit	3,250
Designated Funds	
Faith in Action Accounts	12,866
General Building	2,593
Here for Good Campaign	27,669
Ken Nye Steeple Fund	1,521
Minister's Discretionary Fund	514
Music and Worship	68
Religious Exploration	885
Total Designated Funds	46,116
Loans	
Loan—Congregants (unsecured)	100,000
Loan—Bangor Savings Bank	74,716
Total Loans	174,716
Total Liabilities	236,506
Total Equity	963,168
<u>TOTAL LIABILITIES & EQUITIES</u>	<u>1,199,674</u>

CURRENT AND PROPOSED BUDGET

	FY17 CURRENT YEAR		FY18 PROPOSED BUDGET
	Year to date (5/11)	FY17 Annual Budget	
Revenue			
Pledges and Plate	114,850	126,300	133,500
Fundraising	30,720	33,700	30,200
Rental Income	24,976	29,000	33,100
Donations (grants, interest, other)	670	15,200	10,200
Endowment Income	8,849	9,250	9,000
Total Revenue	180,066	213,250	216,000
Expenditures			
Board of Trustees	7,993	10,700	10,260
Buildings & Grounds	30,766	38,975	36,373
Member Services	1,983	2,000	2,000
Minister's Office	79,364	89,540	91,335
Office Administration	14,811	21,459	22,268
Music & Worship	15,683	17,350	17,245
Religious Education	27,276	33,393	35,989
Total Expenditures	177,875	213,417	215,470
Net Revenue	2,190	273	530

We ask each other to reflect on the hopes and dreams we hold for life, and then to make the most generous commitment (pledge! promise!) possible. The message of Unitarian Universalism has never been more relevant in our contemporary world. So much work to do. **Let's do it together.**



JUNIOR YOUTH MESSAGES OF HOPE



FLOWER LABYRINTH

NOMINATING COMMITTEE

The Nominating committee's job is to propose a slate of candidates to fill the open Board positions. This committee also assists in seeking persons to fill leadership positions as requested by the Board of Trustees. We look to fill these positions in a balanced and embracing way by age groups, gender, and leadership skills.

NOMINATING COMMITTEE 2016-2017

Jane Cleaves
Cindy Guernsey
Phyllis Jones

Joy Ahrens
Ruth White

NOMINATIONS FOR THE 2017 ANNUAL MEETING

Board of Trustees

Terms of Office: Elected members of the Board serve two-year terms. There is a limit of two consecutive terms (4 years) for any Board position and a limit of four consecutive terms (8 years) for each Board member.

President:	Joanna Landsman ^o
Vice President:	OPEN
Treasurer:	Marge Titcomb ^o
Clerk:	Sarah Witte*
At Large 1:	Jamie Brookes*
At Large 2:	Lily O'Brien
At Large 3:	Charlie Horstmann**
At Large 4:	OPEN
At Large 5:	Lauren Akeley*
At Large 6:	Rebecca Rundquist

*seeking first term on the Board of Trustees

^oseeking first term in new position on the Board of Trustees

**seeking first year of second term on the Board of Trustees

Nominating Committee

Terms of Office: Members of the Nominating Committee serve three-year terms, and the Committee generally includes at least one past president of the Board of Trustees plus three at-large members from the congregation.

Our nominations for the 2017-2018 Nominating Committee are as follows:

Returning members: Jane Cleaves, Joy Ahrens, Ruth White

New members: **OPEN**



BUILDINGS, GROUNDS, AND AESTHETICS COMMITTEE

The job of the Buildings and Grounds Committee is to manage our historic church and parsonage facilities and the surrounding grounds.

BUILDING & GOUNDS COMMITTEE 2016-2017

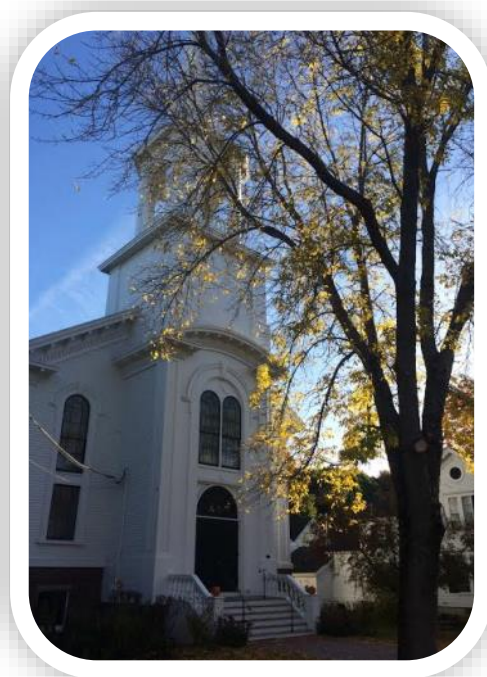
Pete Titcomb

Charlie Horstmann, *Board Liason*

This year, Russ DuPree is a very welcome addition to the church staff as our Sexton. His efforts keep things noticeably neat and clean inside the church and the steps and walks clear of snow outside. For the paperwork task of bill paying, B&G gratefully receives support from our Office Assistant, Gail Mills. Sarah Witte and Joanna Landsman continued to lead the design and care of the lovely planting around our church grounds.

Buildings and Grounds handles on-going maintenance of our facilities including:

- Management of test/inspection/maintenance of church building systems: elevator, fire sprinkler, fire alarm, emergency lighting, fire extinguishers, smoke detectors, and three heating systems.
- Delivery of church trash and recyclables to the transfer station as well as delivery of returnables to the redemption center.
- Management of our grounds including snow removal, lawn mowing, and raking.
- Parsonage routine maintenance of furnace, furnace filter, and annual replacement of smoke detector batteries.
- Seasonal changes to heating, storm windows, and outside faucets.
- Technology support for our office equipment (3 computers and copier) and performing weekly computer backups.
- Supporting use of our projector and the sounds systems in the Sanctuary and Gathering Room.



Additional B&G related activities this year included:

- Major work was completed under the Here for Good capital campaign including: redesign of the chancel in the Sanctuary; new concrete floor and sound absorption in the Gathering Room; resurfacing of the driveway; and purchase of 50 new stackable chairs (25 “old” chairs were donated to Furniture Friends).
- A donated baby grand piano replaced the upright piano in the Sanctuary.
- The elevator was unfortunately out of service for several weeks while a replacement for a warped door was ordered and installed.
- Our magnolia tree was given a systemic treatment for an infestation of Magnolia Scale.

There are a number of opportunities for becoming involved in B&G activities. Please contact Pete Titcomb if you have interests in this area.

Respectfully submitted, Pete Titcomb



MEMBER SERVICES COMMITTEE

This year was another very busy year for Member Services, made possible by the contributions of Gwen Matthews. She has gone above and beyond to find resources, build curriculum, provide direct service and training to our new Greeters, and to generally keep Member Services on track and moving forward. And she does all this with a cheerful, positive, and creative spirit. Thank you, Gwen.

MEMBER SERVICES COMMITTEE 2016-2017

Nancy Dix
Charlie Horstmann
Nancy Read

Jane Cleaves
Jamie Brookes

Here are the highlights of the MS year:

- The *Turning Point Curriculum*, developed by Gwen. We presented 6 Sunday morning conversations and Gwen and Rev. Jennifer used it as the basis of a Sunday worship service.
- *Coffee Hour* responsibilities were shared by all committees and small groups in the congregation. After some initial resistance, this system seems to be going smoothly.
- *Gather Dinners* continue. We currently have 4 per church year, October, January, March, and June. **Join us on June 29 for the final Gather dinner of this church year!**
- *UU Heritage Tour* in Boston had 20 adult participants and 7 children/youth.
- *Greeter Program* launch, including a greeter training.
- We initiated a *Buddy System* to meet and follow up with newcomers.
- One potluck *Newcomer Dinner* was co-hosted by Jane Cleaves and Nancy Read.
- New, redesigned *Name Tags* and clean up of old name tag area.
- The return of *Pi(e) Sunday*. After a break for the Bake Off of 2016, *Pi(e) Sunday* returned. We had many delicious pies and the coffee hour seemed like a happy success.
- Development of a new event: *Our Spiritual Journeys*. The event featured a luncheon, a facilitated discussion by Rev. Jennifer, and then a new member book signing ceremony. **We had seven new adult members join us this year and there seems to be another group right behind them, and another wave behind them, just what we dreamed of!**
- *Member Recognition Sunday*, on May 21, will bring attention to members, old and new.
- We created and distributed magnetic and postcard *Church Calendars* available at Ingathering.



COFFEE HOUR HOSTS ON EASTER

MEMBER SERVICES COMMITTEE

Ideas going forward:

- Clarify the mission and charge to Member Services. So many events and ideas can fall under MS, it helps to have a clear area of responsibility.
- Continue to actively greet and reach out to newcomers. Member Services may want to look at an organizational change, with the possibility that some committee members focus on outreach and new members, while others focus on building the connections and endoskeleton, i.e. Re-Membering effort. A current and reliable directory is essential to the success of this work.

In peace and friendship,

Nancy Dix

NYE CLAM DROP



MEMBER RECOGNITION 2016



POLLINATOR GARDEN



HEALTHY CONGREGATION TEAM

This report contains two components: first, that a team is working toward healthy functioning among staff and members, and second, that another team of the church is working toward maintaining the health of those who use our church building.

HEALTHY CONGREGATION TEAM 2016-2017

Rev. Jennifer Emrich
Sarah Witte
Tom Carlisle
Ellen Kornetsky

Sue Ellen Bordwell
Steve Thomas
Jane Cleaves

Proactively, we consult with Reverend Jennifer to think through how to implement an agreed-on plan regarding healthy functioning of the congregation. For example, we have been thinking through how we can help church members covenant with one another. We think about the healthy emotional tone of the church and how we function together.

Covenanting is defining how we will worship and be together in beloved community.

We meet monthly during the church year and respond immediately when a crisis arises. For example, we responded to a situation in which a staff member was threatened by someone who had attended but was not a member of the church. We respond if a member asks to meet with team members. We also ask to meet with a church attendee or member if someone alerts us about a disquieting situation.

At the Board retreat in October of 2016, as part of a discussion about our Safe Congregation Policy, a safety team was suggested and charged with making recommendations about how to keep all who use the building of the First Universalist Church safe from a variety of potential threats.

To that end, Jane Cleaves and Steve Thomas:

- First met with the Village Nursery School teachers and President of their Board in January 2017. Eventually, Gail Mills and Charlie Horstmann joined the committee.
- Steve and Jane attended a day-long workshop on active shooters conducted by the US Department of Homeland Security.

As a full team we have met three times and identified potential risks:

- a person with a mental illness appears to threaten or decompensate and frighten staff
- someone intends to take a child without proper authorization
- someone intends to do violence or cause physical harm
- there is a fire or medical emergency

SAFETY TEAM 2016-2017

Gail Mills, *Administrative Assistant*
Helen Anderson, *Village Nursery School Teacher*
Betsy Manganello, *Village Nursery School Teacher*
Jane Cleaves
Charlie Horstmann
Steve Thomas

At present, we are addressing access to the building when a small number of staff or Village Nursery School teachers and children are present.

Want to read or review First Universalist's Safe Congregation Policy? It's available on our website: www.uuyarmouth.org/about-org.php

Although we do not want to think that anyone would want to do harm to those in our church we know that in Yarmouth we are not immune from what occurs intermittently across our nation.

Respectfully Submitted,

Steve Thomas

ACKNOWLEDGEMENTS

First Universalist's 2016-2017 Annual Report includes photographs provided by:

**Steve Thomas • Peggy Becksvort • Sarah Witte • Gwen Matthews
Joanna Landsman • Creative Commons CCo via Pixabay.com**



First Universalist's Logo and Distilled Mission Statement was an iterative process and was collaboratively designed and includes work by **Sarah Witte, Kai Fast, and Cindy Guernsey.**

The team responsible for visualizing the distilled mission statement included:

**Rev. Jennifer Emrich • Sarah Witte • Joanna Landsman
Jeanette Newton • Gwen Matthews**

Thank you to **Cindy Guernsey** who brought the final design to life.



Church leaders, Minister, and Staff who submitted reports for the 2016-2017 church year are:

**Rev. Jennifer Emrich • Marge Titcomb • Joy Ahrens • Jane Cleaves
Pete Titcomb • Nancy Dix • Gwen Matthews • Steve Thomas • Gail Mills**



This year's Annual Report was designed and created by **Gwen Matthews.**
Gail Mills provided assistance with editing and printing.

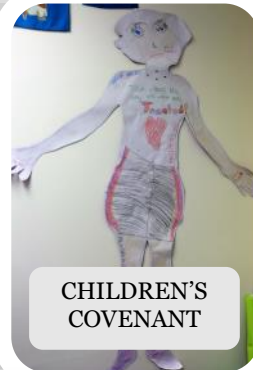
JUNIOR YOUTH AT WALDEN POND



MURDER MYSTERY CAFE



CHILDREN'S
COVENANT



UU TOUR





We, the members of the First Universalist Church of Yarmouth, affirm and promote...

The inherent worth and dignity of every person.

Justice, equity, and compassion in human relations.

Acceptance of one another and encouragement of spiritual growth in our congregations.

A free and responsible search for truth and meaning.

The right of conscience and the use of the democratic process within our congregations and society at large.

The goal of world community with peace, liberty, and justice for all.

Respect for the interdependent web of all existence of which we are a part.





be a spiritual seeker